

THE STATE OF NEW HAMPSHIRE  
Guardian ad Litem Board

GAL Form 10  
9/15/07

**APPLICATION**  
**for**  
**RENEWAL, REINSTATEMENT or RECERTIFICATION**

Instructions:

1. Applicants must submit both this Form and the Supplemental Application for Renewal, Reinstatement or Recertification Form as well as all required supporting documentation and applicable fees.
2. Fill in all sections with the requested information. Applicant must fill in "NA," if question is not applicable.
3. Attach additional sheets if necessary.

**Part A: Personal Data**

1. Full Name \_\_\_\_\_

2. Other names by which applicant has been known since submitting the most recent application form as well as dates these names were used N/A ☐

\_\_\_\_\_

\_\_\_\_\_

3. Applicant is (check one) Male ☐ Female ☐

4. Mailing Address of the Applicant's GAL Business (Will appear on all GAL contact lists)

\_\_\_\_\_

\_\_\_\_\_

5 Street Address of the Applicant's GAL Business (if different) N/A ☐

\_\_\_\_\_

\_\_\_\_\_

6. E-Mail Address of the Applicant's GAL Business (Will appear on all GAL contact lists) N/A ☐

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7. Telephone Number of the Applicant's GAL Business (required) (Will appear on all GAL contact lists)

\_\_\_\_\_

8. Language(s) other than English, including sign language, that applicant speaks N/A ☐

\_\_\_\_\_

9. Does applicant possess a valid driver's license? Yes ☐ No ☐

10. Does applicant have access to reliable transportation? Yes ☐ No ☐

If yes, check one: The transportation is Public ☐ Private ☐

11. Check the courts or counties in which applicant would be willing to serve as a GAL.

	<b>Superior</b>	<b>Probate</b>	<b>District (specify which)</b>	<b>Family Division (specify which)</b>
Belknap				
Carroll				
Cheshire				
Coos				
Grafton				
Hillsborough	N <input type="checkbox"/> S <input type="checkbox"/>			
Merrimack				
Rockingham				
Strafford				
Sullivan				

12. Description of each community activity in which applicant has been involved at any time since submitting most recent application form.

13. Description of all volunteer work in which applicant has been engaged at any time since submitting most recent application form. Include dates for each.

14. The name of any organizations (other than employment) of which applicant has been a member at any time since submitting most recent application form.

## Part B: Recent Employment History

1. For the entire period since submitting most recent application form, provide the following information:

<b>Dates</b> From To		<b>Employed</b> <i>Including self-employment</i>	<b>Retired</b> <i>If so, state from what employment</i>	<b>Full-time student</b>	<b>On Un-employment</b>	<b>Full-time Homemaker</b>	<b>Other Non-employment</b> <i>(explain)</i>
A.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Further explanation of answers where requested (*note to which line any explanation applies*)

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2. For the entire period since submitting most recent application form, provide the following information:

Name of Employer (including self-employment)	Address & Telephone	Dates of Employment	Job Title	Full- or Part-Time?	May Board contact about this application?
(current employer)					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>

3. For applicant's current employer, if any, may applicant be contacted by the Board at work?

Yes ☐ No ☐ N/A ☐

**Part C: Recent Education** N/A ☐

Provide the following information regarding any additional education taken since submitting the most recent application form.

College (Graduate or undergraduate, including Law School)	Address	Dates of Attendance	Date of Graduation	Type of Degree	Major & Minor Courses of Study

**Part D: Nature of the Application**

1. Provide the dates (mm/dd/yyyy) of the most recent certification

Beginning \_\_\_\_\_ Ending \_\_\_\_\_

2. The applicant

- ☐ Is currently certified by the Board (See Question #3)
- ☐ Was formerly certified by the Board (See Question #4)

3. Applicant currently certified by the Board      N/A    ☐ (If checked, go to Question #4)
- a. Is the applicant currently under suspension?      Yes    ☐      No    ☐
- b. Is the applicant currently subject to any penalties or sanctions by the Board, other than suspension, which have not been fulfilled?      Yes    ☐      No    ☐
- c. Is applicant's certification currently subject to the terms of a settlement or agreement with the Board?      Yes    ☐      No    ☐
- d. Is applicant's certification a temporary certification:      Yes    ☐      No    ☐

If yes, explain the circumstances giving rise to the temporary certification

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4. Applicant formerly certified by the Board      N/A    ☐ (If checked, Question #3 should be answered)
- a. Was the most recent certification or its expiration, or is this request for renewal, subject to the terms of a settlement or agreement with the Board?      Yes    ☐      No    ☐
- b. Did the applicant's most recent certification expire while under suspension by the Board?      Yes    ☐      No    ☐
- c. Was the applicant's most recent certification revoked by the Board?      Yes    ☐      No    ☐
- If yes, has applicant's certification ever previously been revoked and reinstated by the Board?      Yes    ☐      No    ☐
- d. Is this application submitted within 90 days after the expiration date of the most recent certification?      Yes    ☐      No    ☐
- If yes, has the applicant previously submitted more than one request for new certification after expiration of a certification in which applicant claimed a mistaken belief as to the requirements of the GAL 400 rules?      Yes    ☐      No    ☐
- e. Does this application follow a resignation or surrender of the applicant's most recent certification?      Yes    ☐      No    ☐

If yes, what was the date the Board approved the resignation or surrender?

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- f. Does this application follow a previous unsuccessful attempt to renew the applicant's most recent certification?      Yes    ☐      No    ☐

If yes, what was the date of unsuccessful attempt? \_\_\_\_\_

## Part E: Training & Continuing Education Credits

### Section I. Applicant currently certified by the Board only

N/A ☐

*(If N/A checked, answer to Section B below, rather than this section)*

- a. Is the applicant subject to the terms of any settlement or agreement that includes a specification of continuing education credit? Yes ☐ No ☐  
*(If yes, do not answer b or c; go to Section III below)*
- b. If the applicant is not subject to the terms of any settlement or agreement that includes a specification of continuing education credit, has the applicant completed at least 30 continuing education credits within the expiring period of certification giving rise to the request for renewal? Yes ☐ No ☐
- c. Regardless of answer to Question b, has applicant attached a fully executed chart entitled **“Continuing Education Activities”** specifying all activities and providing all the requested information about each activity that applicant claims for continuing education? Yes ☐ No ☐

### Section II. Applicants formerly certified by the Board only

N/A ☐

*Applicants who are currently certified should answer Section I. (If N/A checked, applicant should have answered Section I.)*

- a. Is the applicant subject to the terms of any settlement or agreement that includes a specification of continuing education credit? Yes ☐ No ☐  
*(If yes, do not answer b, go to Section III below)*
- b. If the applicant is not subject to the terms of any settlement or agreement that includes a specification of continuing education credit, is the applicant *(check one)*:
1. \_\_\_\_ Requesting new certification after applicant’s most recent certification expired while under a period of suspension.
- i. If #1 is checked, has the applicant submitted a separate written request for hearing on recertification and completed at least 35 continuing education credits as described in Gal 403.02 and Gal 403.03 within the 3-year period prior to the request for a hearing on recertification? Yes ☐ No ☐
- ii. Regardless of the answer to question i., has applicant attached a fully executed chart entitled **“Continuing Education Activities”** specifying all activities and providing all the requested information about each activity that applicant claims for continuing education? Yes ☐ No ☐
2. \_\_\_\_ Requesting new certification after his or her most recent certification was revoked by the Board.
- i. If #2 is checked, has the applicant submitted a separate written request for a hearing on reinstatement; again completed the training requirements specified in Gal 303.02 (in addition to that training originally taken to obtain certification) within the 3-year period prior to the request for reinstatement; and completed 15 credits of additional training of the type specified in Gal 403.02 and 403.03 within the one-year period prior to the request for reinstatement? Yes ☐ No ☐

- ii. Regardless of the answer to question i., has applicant attached a fully executed chart entitled “**Continuing Education Activities**” specifying all activities and providing all the requested information about each activity that applicant claims for continuing education?

Yes ☐ No ☐

3.\_\_\_\_ Requesting new certification within 90 days after the expiration of a prior period of certification in circumstances other than those described in 1. and 2. above.

- i. If #3 is checked, has the applicant completed at least 30 credits of continuing education within the 3-year period prior to the submission of the request? Yes ☐ No ☐

ii. Regardless of the answers to question i., has applicant

- a. Attached a fully executed chart entitled “**Continuing Education Activities**” specifying all activities and providing all the requested information about each activity that applicant claims for continuing education? Yes ☐ No ☐
- b. Attached a written statement of reasons for failure to request renewal prior to expiration of the prior certification? Yes ☐ No ☐

4.\_\_\_\_ Requesting new certification more than 90 days after the expiration of a prior period of certification in circumstances other than those described in 1. and 2. above.

*If #4 is checked, **STOP**. Do not submit this form. To obtain new certification, you will be required to follow the procedures specified at Gal 401.06, which include:*

- 1. Submission of a new fully executed Application for Certification form, Supplemental Application for Certification form, required supporting materials and fee as specified by Gal 302.01 (b);*
- 2. Written documentation of the completion of the additional training specified at Gal 403.01 (f)*
- 3. Submission of the signed written statement specified at Gal 401.06 (a) (3).*

Section III. Applicants presently or formerly certified subject to a settlement or agreement regarding continuing education. N/A ☐

- a. Has the applicant has completed credits as required by the settlement or agreement?

Yes ☐ No ☐

- b. Regardless of your answer to Question a, has applicant attached a fully executed chart entitled “**Continuing Education Activities**” specifying all activities and providing all the requested information about each activity that applicant claims for continuing education?

Yes ☐ No ☐

## Part F: Recent Experience

1. Since submission of applicant’s most recent application form, has applicant been appointed as a guardian ad litem in this or any other jurisdiction? Yes ☐ No ☐

- a. If yes, what was the total number of appointments during this period? (check appropriate answer)

☐ From 1 – 5

☐ From 6 – 10

☐ More than 10

- b. If yes, identify the courts in which appointments were received.

☐ NH Superior

☐ NH Probate

☐ NH District

☐ NH Family Division

☐ Out of State (if checked, specify jurisdictions and courts)

2. If applicant is not an attorney, in how many family law cases has applicant been involved, either in the capacity of a witness, a representative or a decision maker, since submission of applicant's most recent application form?

\_\_\_\_\_ N/A ☐

Describe applicant's role in each case.

3. If applicant is an attorney, how many years has applicant practiced in the area of family law?

\_\_\_\_\_ N/A ☐

4. Has applicant attended any training offered by CASA since submission of applicant's most recent application form? Yes ☐ No ☐

If yes, what was the date(s) and nature of the training? \_\_\_\_\_

5. List any additional educational experiences, not listed elsewhere on this form, engaged in by applicant since submission of applicant's most recent application form, including the dates of such experience.

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## Part G: Professional Record and Ethics

### Section I. Changes since last application

1. Have any of the answers provided on applicant's initial application for certification under the heading of "Professional Record and Ethics," as described at Gal 302.02 (f) changed? Yes ☐ No ☐

*If yes, applicant must answer Question h. on the Supplemental Application for Renewal, Reinstatement or Recertification form.*

### Section II. Fines under RSA 490:26-g

2. Has applicant ever been subject to a fine pursuant to RSA 490:26-g for failure to file a report required by any court or statute by the date the report was due? Yes ☐ No ☐

If yes, state which court, date and amount of fine. \_\_\_\_\_

*In addition, applicant must answer Question i. on the Supplemental Application for Renewal, Reinstatement or Recertification form.*

### Section III. Suspension, Revocation, Reinstatement

*NOTE: For yes answers in this section, applicant must answer Question i. on the Supplemental Application for Renewal, Reinstatement or Recertification form.*

3. Has the applicant ever been suspended from any activity as a guardian ad litem in any jurisdiction other than New Hampshire under circumstances described in Gal 303.01 (i)? Yes ☐ No ☐
4. Has the applicant ever had an application for license, certification, registration or approval to practice as a guardian ad litem denied in a jurisdiction other than New Hampshire? Yes ☐ No ☐  
If yes, does applicant have a current license, certification, registration or approval in that jurisdiction? Yes ☐ No ☐
5. Has the applicant ever had any certification, registration, approval or appointment as a guardian ad litem revoked in a jurisdiction other than New Hampshire under circumstances described in Gal 303.01 (j)? Yes ☐ No ☐
6. Has the applicant ever had any certification, registration, approval or appointment as a guardian ad litem revoked in New Hampshire by an entity other than the Board under circumstances described in Gal 303.01 (k)? Yes ☐ No ☐
7. Has the applicant ever had his or her certification revoked by the Board? Yes ☐ No ☐

### Section IV. Board Penalties, Sanctions

*NOTE: For yes answers in this section, applicant must answer Question i. on the Supplemental Application for Renewal, Reinstatement or Recertification form.*

8. Has the applicant ever been assessed sanctions or penalties by the Board? Yes ☐ No ☐
9. If the answer to Question 8 is yes, fill in the chart below for each sanction or penalty. N/A ☐

Type of Sanction or Penalty	Date of Sanction or Penalty	Reversed or Overturned on Appeal?	Pending on Appeal?	Pending on a Request for Reconsideration or other Alteration by the Board?	Terms of Sanction or Penalty been Completed?	Sanction Designed to Continue past date of prior certification?
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

10. If the answer to Question 8 is yes, excluding sanctions of penalties that were reversed or overturned on appeal and excluding the imposition of counseling and treatment, were sanctions or penalties imposed on the applicant by the Board for more than two incidents? Yes ☐ No ☐ N/A ☐

## Part H: Other Information

1. Have any of the answers provided on the initial certification application form in the Section entitled "Other Information" changed? Yes ☐ No ☐

If yes, provide a description of the specific manner in which the information provided has changed.

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2. Does the applicant meet the requirements of Gal 303.01(c) - (h) and Gal 303.01 (l)? *(See attached sheet)*

Yes ☐ No ☐

3. List the dates on which the applicant first completed the initial training required to qualify for initial certification.

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4. Has the applicant ever been denied certification by the Board? Yes ☐ No ☐

If yes, give date and reason for denial.

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5. If the applicant was first certified by the Board before September 15, 2007, is applicant requesting a waiver of continuing education or experience requirements pursuant to gal 401.11?

Yes ☐ No ☐ N/A ☐

6. To the extent not specified on the applicant's initial application form or in response to part H, 1. above, whether the applicant has ever been a party to any family law or domestic relations proceeding, or any other non-criminal court case, proceeding or action of any type, in this or any other jurisdiction, including but not limited to any civil, equity, landlord/tenant, probate, bankruptcy, forfeiture or other action, proceeding or matter of any type whatsoever, other than traffic or parking offenses charged as a violation or cases in which the person served solely in the capacity of a guardian ad litem:

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## Part I: References

Has any recommendation for your certification as a Guardian ad Litem been rescinded by the person who made the recommendation?

Yes ☐ No ☐

*If yes, applicant must answer Question o. on the Supplemental Application for Renewal, Reinstatement or Recertification form.*

## Part J: Signature Certification

I certify that

- The information provided by me on or in connection with this application form is, to the best of my knowledge and belief, true, accurate and complete and the documentation provided in support of the application is a true and complete version of the documentation submitted;
- I acknowledge that the information provided on the application form and the documentation provided to support the application is public information except to the extent exempted from public disclosure pursuant to RSA 91-A, court order, RSA 490-C or orders issued thereunder;
- I also specifically acknowledge that any and all information submitted to the Board may be divulged by the Board to any potential appointing court as well as to such other entities or persons provided for by the GAL rules or other law, including the New Hampshire judicial branch family division;
- I further acknowledge that, pursuant to RSA 641:3, knowingly making a false representation on the application form is punishable as a misdemeanor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Pursuant to RSA 641:3, false statements made on this form are punishable by law.**